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17 July 1952

Information Control Procedures Within OSI

1. There is no single source within OSI which is able to give information as to the location of intelligence documents and publications. Requests for information of this nature must be forwarded to the Divisions, if the Division is known. Thus, the Division has been given the responsibility for determining degree of accountability and the amount of information that will be maintained on location and treatment of intelligence documents.

2. Having been delegated responsibility for administrative control of movement of documents and publications, and lacking standards by which to operate, each Division has set up its own system. The result has been six different systems with widely varying degrees of control.

a. Chemistry and Nuclear Energy Divisions maintain a control that informs them of all material entering their Divisions, to which analyst it is being circulated and its ultimate disposition.

b. Medicine Division maintains a more elaborate system of records than exists elsewhere in OSI, but is unable to tell from its control system to which analyst it is being circulated -- or even which Branch it is in.

c. Biology Division has decentralized its reading to the Branches, while locating its information control at the division level. The result is a system of records that does little more than record entry of material into the Division. Furthermore, the mechanical control function has been delegated to an individual that has another function that receives first attention. The result is an inadequate system inadequately maintained.

d. Physics and Electronics Division maintains central reading and information control which is very complete for material that will ultimately leave the Division. The balance of material (which will be retained or destroyed) is left uncontrolled while in circulation and controlled only after action is completed. This procedure does not conform to security regulations.

Document No. 002
NO CHANGE in Class. ☐
☒ DECLASSIFIED
CLASS. CHANGED BY: TS S C
DDA 100, 4 Apr 77
Auth: 24 Feb 78 By: 022

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e. Weapons Division maintains the least control of the six Divisions. Material is not recorded at all within the Division until action is completed and the material is ready to be filed, leave the Division, or be destroyed. No records exist to trace or account for any document or publication, until "Current" usage is completed. At this point an information control exists, though the Branches are responsible for insuring its completeness. The above procedure does not conform to security regulations.

3. The services that should be expected of information control in OSI are the following:

- a. Provide a single and satisfactory source of information as to location of intelligence documents and publications.
- b. Relieve operating Divisions of routine clerical functions.
- c. Satisfy security regulations.

4. Information control is a non-substantive function that is largely clerical in nature. Typically, Information Control is a service organization designed to serve:

- a. Operating people within the division of first concern.
- b. Operating people within the other operating divisions.
- c. The overhead organization of the office of first concern.
- d. Other CIA Offices.

Information control is not designed to serve only the division of first concern. A decentralized system of control usually conforms to no single standard and tends to limit its concern to its immediate organizational unit.

5. It is recommended that control of information within OSI be organized on the following basis:

Mat Card Material

a. Routing:

(1) With OFD routing to Division level - delivery direct to Division reader who shows routing on top two attached mat cards. One copy detached and routed to Information Control Branch (ICB).

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(2) With OGD routing to Office (OSI) level - delivery direct to ICB which establishes broad routing to Divisions. Documents delivered direct to reader in Division, who shows routing on two mat cards and detaches one for ICB.

b. When document has completed routing within the Division, final recipient will do one of the following:

(1) Forward to next Division, which will show routing on two mat cards, one of which is forwarded to ICB;

(2) If document is to leave OSI, mat card is so marked and forwarded to ICB;

(3) If document is filed within the Division, code number of file cabinet (to be devised) is shown on mat card, which is forwarded to ICB;

(4) If document is to be destroyed, top mat card is so marked and forwarded to ICB.

c. At no point in the above procedure will the Division pull mat cards for their own control purposes.

d. ICB should not attempt to read and reroute documents already routed by OGD.

Cables

a. Information Control Branch will continue present control procedures.

b. On receipt of cable, Division reader will route to analyst. Final disposition will be shown on form no. 35-1 by analyst, who will forward control slip to ICB.

c. Divisions will not keep a file of 35-1 for control purposes.

Publications

a. All publications will enter OSI through Information Control Branch.

(1) ICB will establish routing for publications not on standard distribution.

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(2) ALL classified publications will be recorded on the visual control file by ICB.

(3) Divisions completing action on publications that are to be destroyed or are to leave OSI will route through ICB for record purposes.

b. Except under unusual circumstances ICB will accept distribution established by OCD on standard distribution publications. ICB should not duplicate work of OCD.

Action Papers

a. Originating unit sends action paper to Information Control Branch.

b. ICB completes form no. 35-1 in six copies, showing information control number and summary of text.

(1) Copy no. 1 held by ICB and filed by control number.

(2) Action paper and remaining attached copies of 35-1 sent to DAD office.

c. DAD office assigns routing.

(1) Copy no. 2 of 35-1 removed for executive information purposes.

(2) Copy no. 3 sent to ICB for tickler file.

(3) Copies 4 and 5 used for information offices (if any).

(4) Copy no. 6 left attached for routing purposes.

d. Action paper sent to action office.

(1) Information Control Branch, as a service to the DAD office, reminds action office of due date.

(2) When action completed paper is forwarded to DAD office for signature.

e. DAD office reviews action and sends copy no. 6 of 35-1 to ICB to show action complete.

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Other Papers

- a. ICB will log (both in and out).
 - b. ICB will attach form no. 51-9 or 51-10, when necessary to show routing.
7. Changes necessary to implement above recommendation:
- a. Divisions would discontinue:
 - (1) Logging (with exception of Top Secret material).
 - (2) Active and inactive mat card files.
 - (3) Files of 35-1.
 - (4) Tickler files.
 - b. DAD office would
 - (1) Discontinue all logging (except Top Secret).
 - c. Information Control Branch would:
 - (1) Incorporate Division mat card files into their own control system.
 - (2) Supervise destruction of remaining Division control files.
 - (3) Maintain a continuous file on all mat card material.
 - (4) Maintain a record of all classified publications.
 - (5) Continue present cable and miscellaneous control procedures.
 - (6) Supervise installation and maintenance of a system of code identification of all OSI files.
 - (7) Discontinue pad no. 2 (6 copies) of form no. 35-1 on action papers and audit use of pad no. 1 of form 35-1.
8. Reading and routing procedures.
- a. It has been suggested that a single central reading panel would better serve OSI interests than the present decentralized system operated by the Divisions. It is suggested that a

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central reading panel might prove to be a disadvantage for the following reasons:

(1) The Divisions are generally doing an efficient and effective job of reading and routing.

(2) Assignment of work to the analysts is a major tool of control over individual personnel and not a purely mechanical control over things. Divisions should retain the privilege of controlling the work of their analysts.

(3) There would be a tendency under a central reading panel to duplicate the work of OCD by re-evaluating its division breakdown.

b. Reading and routing to the analyst level from a central point within each division, as it now exists in Chemistry, N.E.D., Medicine, and Physics and Electronics Divisions, would readily adapt itself to central OSI information control procedures.

c. Biology and Weapons Divisions maintain double reading and routing systems by first reading and routing to the Branch level. The Branches, in turn, read and route to individual analysts. It is recommended that Biology and Weapons Divisions adopt central reading and routing to the analyst level, for the following reasons:

(1) Control procedures under the present decentralized system leaves a control gap after entrance into the divisions. Under the recommended centralized information control system, and without centralized division reading and routing, a control gap would exist between the division and branch levels.

(2) Double reading and routing is a duplication of effort.

9. Conclusion:

a. The Divisions are using the time of at least four individuals in the mechanical aspects of information control, as itemized below:

Chemistry	- one individual half-time.
Biology	- one individual half-time.
N.E.D.	- one individual full-time.
Medicine	- one individual full-time.
Weapons	- one individual full-time.

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b. Transfer of three or four personnel to Information Control Branch should be adequate to staff this activity. Thus, centralized control of information, without extra cost to OSI, would result in:

- (1) Better security.
- (2) A single source of information in OSI.
- (3) Standardized information control procedures in OSI.
- (4) More complete information as to location or disposition of documents.
- (5) Elimination of duplicate control procedures.
- (6) Elimination of duplicate control files.
- (7) Relieve operating divisions of clerical procedure.

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